



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 06/19-20

Invitation to Bid

The Securities & Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

Annual Subscription and Support Coverage Renewal of HCL Software

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement are available for the interested bidders from the undersigned and can also be downloaded from <https://www.secp.gov.pk/procurement/>

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before **Sept 30, 2019 by 1500Hrs** and will be opened on the same day at 1530Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091 (Ext-437) during office hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 06/19-20**

2. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

3. The Securities and Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

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through

SINGLE STAGE ONE ENVELOP METHOD.

4. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
5. If any supplier is not in ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
6. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
7. **SECP shall purchase/get the renewal/support subscription from bidder found in compliance of MUST requirement and lowest amongst all.**
8. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website:
<https://www.secp.gov.pk/procurement/>
9. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
10. The bid validity period shall be 150 days.
11. The amount of the bid and bid security shall be in Pak rupees. The bids should be accompanied by bid security (refundable) for an amount equal to 5% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not less than 6 months in favor of **Securities and Exchange Commission of Pakistan**. Bids not accompanied by bid security or with less amount of bid security will not be entertained.
12. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
13. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the SECP, Islamabad.

14. The language of the bid is English and alternative bids shall not be considered.
15. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
16. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
17. The rates must be quoted strictly in accordance with our documents and Annex(s).
18. Discounts (if any) offered by the bidder shall be part of the bid and for taxation purposes will be treated in accordance with the applicable laws.
19. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
20. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as best evaluated bidder. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the Commission.
21. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business. A brief profile of the bidder, along with list of major customers (corporate sector) along with their contact details is required.
22. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
23. Bidder must submit an undertaking with the bid that the bidder is not blacklisted by any organization.
24. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).
25. All software based items contains installation and configuration and end user orientation which is responsibility of the supplier (if support is not provided by the Principal).
26. The equipment/software/renewal supplied must be duty paid in respect of all applied duties and taxes.
27. The quantities required may increase/decrease according to SECP requirement.
28. The end user License, end user warranties and end user support services will be in the name of SECP for all equipment and software loaded on the equipment delivered.
29. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid in case of any such claim.
30. Payment shall be made after delivery, installation and commissioning of complete equipment/services/renewal. All payments shall be made after deduction of taxes and all

payments shall be made through cross cheque in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.

31. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
32. Unsealed bids will not be accepted.
33. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
34. Clarification if any on the requirements may be obtained from:
 - o ubaidullah.khalid@secp.gov.pk
35. The bid security of successful bidder will be retained until renewal of licenses/support and returned after renewal of licenses/support. However, bid security of unsuccessful bidders will be returned after award of contract to successful bidder.
36. During the retention period the bid security, money can be utilized by Commission. Moreover no interest / markup will be provided on this amount by Commission to bidder at the time of refund/release of bid security.
37. Successful bidders shall be bound to provide the required services/renewal within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO/contract Value) per week shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO/contract value.
38. The bids received after the due date and time will not be entertained.
39. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
40. The place of bid destination is: **Securities and Exchange Commission of Pakistan, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.**
41. The envelopes shall bear the following additional identification marks:

Bid for: **“Annual Subscription and Support Coverage Renewal of HCL Software”.**
Bidder Name: XYZ
Attention: **M. Ubaidullah Khalid**
Deputy Director, Admin,
4th Floor, NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

42. The deadline for the submission of bids is:

Date: **September 30, 2019**
Time: 1500Hrs

43. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad

Date: September 30, 2019

Time: 1530Hrs

A statement “Not to be opened before 1530Hrs **on September 30, 2019**” shall be clearly mentioned on the top of the sealed bid.

If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.

Terms of Reference

Annual subscription and support coverage renewal is required for following HCL software currently in use at SECP:

SR.	PART NUMBER	DESCRIPTION	QUANTITY	PARAMETER	RENEWAL PERIOD
1.	TR100138	HCL Forms Designer	01	Authorized User	FOR A PERIOD OF 12 MONTHS
2.	TR100136	HCL Forms Server	200	PVU	

Technical Evaluation Criteria

SR.	ATTRIBUTE	DETAIL	WEIGHTAGE
1.	Support/ SLA Duration	01 Year for mentioned quantities	MUST
2.	Partnership	Valid Principal Partnership Letter	MUST
TOTAL			--